



Natural Resources Conservation Service  
375 Jackson Street, Suite 600  
St. Paul, MN 55101-1854

*Helping People  
Help the Land*

Phone: (651) 602-7900  
FAX: (651) 602-7914

---

**Transmitted via Email**

February 13, 2006

MINNESOTA BULLETIN NO. 300-6-18

**SUBJECT: LTP – CSP - GUIDANCE ON THE ROLE OF CONSULTANTS**

Purpose. To inform NRCS employees of the Conservation Security Program (CSP) policy regarding the role of private sector consultants.

Expiration Date. September 30, 2006

The CSP application process requires that each applicant submit a detailed inventory of their existing operation. Some applicants may choose to retain a consultant to assist them in compiling production information regarding their cropping, nutrient, pest, and pasture management history. Consultants performing this type of activity do not need to be a registered Technical Service Provider (TSP). However, consultants cannot independently perform all the functions of an applicant.

NRCS must engage and interview each applicant as part of the CSP eligibility determination process. The applicant will always be NRCS's first point of contact for gathering and disseminating all CSP application and contract information. Consultants may submit information on behalf of the applicant, but all information documenting the applicant's benchmark field inventory must be signed by the applicant. The applicant must be present during the CSP eligibility interview and category placement process. If the producer makes changes to the application during the interview process, the changes should be initialed and the change dated. Applicants may request that their consultant be present at any point in the process to assist with clarifying the benchmark inventory. It is also the applicant's responsibility to define their agricultural operation and determine which fields they wish to offer for enrollment. It is important to remind the applicant that by signing the benchmark inventory, assessment worksheets, and CCC-1200, they are certifying that the information in the application is correct for their operation regardless of who filled out the information.

The CSP selection process does not allow applicants to submit corrections to any part of their application after each sign-up's approved offers have been announced. NRCS can not accept producer appeals for their or their consultant's misinformation which leads to ineligibility or non-approval.

Only the applicant can request changes to their application or modify their existing contract. Consultants or other individuals, including those listed as participants on the application, cannot request changes or modifications to the application or contract.

If the applicant has a notarized Power of Attorney Form (NRCS-CPA-09) on file, the person with Power of Attorney can “conduct any and all negotiations and sign any and all documentation associated with participation in any conservation program” as indicated on the Power of Attorney Form.

If you any additional questions regarding the role of consultants in the CSP application/contracting process, please contact Paul Flynn, State Resource Conservationist, at 651-602-7870.

/s/

WILLIAM HUNT  
State Conservationist

DIST: ASTC (FO)  
FO